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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 18 Dec 52

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 12 - 18 December 1952

1. Project 51-3, Summer Seminar on the Near East. Draft of summary of comments on the summer seminar is being prepared.

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2. Project 52-17, Near East Language and Area Program. It has been learned that [REDACTED] staff is preparing a reply to the DDCI's letter of 3 December. FSI personnel indicate that this letter has had a good effect thusfar, altho the final outcome of the issue is still indeterminate. [REDACTED] is also in receipt of the detailed analysis of the problem. A definitive answer is expected at a meeting of all concerned on the afternoon of 19 December.

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3. Project 52-18, Training for New Personnel. Revised draft of CIA Regulation on training for new professional personnel completed. Coordinated with [REDACTED], [REDACTED] Not yet able to get ahold of [REDACTED]. After coordination with [REDACTED] final form will be drafted.

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Project 52-19, Revision of CIA Regulation [REDACTED] Draft of CIA Regulation [REDACTED] completed. Coordinated with [REDACTED] Final form now in preparation. It is planned that copies of this regulation be distributed to Agency Office Heads through Training Officers for their review and comment, and that the regulation be put unofficially into effect in the interim before it comes out officially. This would greatly facilitate the processing of requests for external training.

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Project 52-22, Chinese Language Project. A written evaluation of the teaching materials and training aids that were collected and forwarded to FDD is being prepared by Mr. Bagnall's office. This report will be ready within two weeks.

Project 52-37, Collection and Source Exploitation Manual. Following conferences with [REDACTED] of Classification, the position description has been prepared for official presentation. This will be done as soon as the necessary allocation of a specific T/O slot has been decided upon. Writing for the manual has reached the point at which another series of conferences, this time in CIA, appears to be necessary. The situation is being explored in conference with [REDACTED] Executive Officer of OCD.

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Project 52-43, Agency Training Requirements. In process.

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8. Project 52-53, Swedish-English Dictionary. On 15 December, Sollenberger and Janse of FSI, and [REDACTED] of OTR, met with [REDACTED] of the Personnel Pool to make the final arrangements for getting the project underway. It was

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agreed: (1) that the preliminary work of arranging the cards in alphabetical order would begin immediately with the major work of typing the manuscript to begin after the holidays, on 5 January; (2) that the major work, once begun, would be undertaken on a full-time basis, with all available hands (the project is expected to be completed in about a month); and (3) that in case of any difficulties arising in the completion of the project, Mr. Sollenberger would contact S/PP.

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- 25X1A1d 9. Project 52-55, [REDACTED] Training Program. [REDACTED] has prepared a memo containing his comments and recommendations re the draft of administrative instructions for Agency participants in the program, written by the Research and Planning Staff of the Office of Personnel. Mr.

25X1A9a [REDACTED] of Personnel and a member of S/PP will meet with [REDACTED] to discuss his recommendations on the draft memo.

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- 25X1A 10. Project 52-58, OTR Regulation 70. [REDACTED], Special Assistant to the  
25X1A DCI, is looking into the status of the OTR section of [REDACTED] and will advise us on its status and any changes. As soon as this information is received, OTR Regulation 70 will be sent to the Support Staff for promulgation.

11. Project 52-63, Proposed Message from DCI. In process.

- 25X1A9a 12. Project 52-70, [REDACTED] Project. S/PP aspects of this project are completed and awaiting only the nomination and identity of the candidate in order that further processing may proceed.

- 25X1A 13. Project 52-71, Revision of CIA [REDACTED] Draft of revision of CIA  
25X1A [REDACTED] on Department of Defense Schools and Colleges in process.  
25X1A Inasmuch as the [REDACTED] series of regulations are being phased out, the revised  
25X1A version of [REDACTED] will include the procedural section, now in [REDACTED] This  
25X1A is the last training regulation which still has a [REDACTED] section, so that upon completion of the revised version, training regulations will be entirely  
25X1A within the [REDACTED] series.

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14. Project 52-72, OTR Section of CIA Report to NSC (1952). TR(G) Division Chiefs have been asked to submit statements for inclusion in the report by close of business on Friday. TR(S) contributions will be requested from [REDACTED] this date.

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